Definitions and Information for Status of Funds

<u>**STATUS OF FUNDS**</u>

Allocations – The funding given to an organization or program to spend for a limited time.

Accounting Code is the ten digits made up of the 1 digit Budget Fiscal Year and 9 digit program code. All feeder entered obligating documents have an accounting code on them. When they are manually data entered or fed into the FFIS system, the accounting code is broken out to a 2 digit Budget Fiscal Year and 9 digit program code.

ACMS - APHIS Cost Management System. An electronic tracking system for current year estimated and committed expenses as the data is reconciled to match obligations in the FFIS system. The ACMS system will provide the ability to analyze data on a daily, weekly, monthly, or annual basis to satisfy requests for information at all levels of the APHIS organization.

BOCC - Budget Object Class Code used to identify the type of charges being made.

BRIO - Report writer. Inquiry software used to write reports from FFIS data. Read/Inquiry access only.

- **Insight** is a browser-based query, analysis, and reporting tool with varying levels of functionality based on report information and user security.
- **Explorer** enables query, analysis, and reporting with direct access to database tables and a repository of predefined data models and reports.
- **Quickview** is a browser-based report view that allows refreshing of reports but no manipulation.

Budget Fiscal Year (BFY) is the year the funding was available by the Congressional appropriation. For example you have paid a bill for 2001 in the current year (2006) then the transaction processed for BFY 2001 in FY 2006.

Committed: A transaction that has been ordered, requested from source and items that the paperwork is in the mail but not yet in the accounting system (FFIS).

Corrected T&A's – If a correction is made for PP6 processing in PP20, the correction will show when pulling PP20 reports. In WEBSTAR, you can do multiple corrections. It is preferred method to correct payroll, except forced released payroll.

Division (DVSN) is the third digit of the program code. For example 528010030=8 for PPQ. It is used to assign funds to programs in APHIS. It is the fourth digit of the accounting code.

Errors in NFC - Column on your SOF sheet used to identify incorrect charges to your account that need to be moved to another account.

Estimated: A system generated ledger record. **Example:** EMRS daily travel estimate

Expended Authority the vendor has satisfied enough of the transaction to begin processing the payment.

Feeders are NFC systems like TRAV, UTVN, PACs, etc. Feeder systems update FFIS one night later than the day the transactions enter the feeder system. Example: Interfaces start running around 5 or 6 PM EST each night. They take feeder system transactions and create documents

and split the transactions by agency. This is not completed until about midnight. So, the next night, those documents are added to the FFIS nightly cycle and the following day they are in BRIO. PCMS and PROP back feed and must stay balanced with FFIS. <u>Do not correct these documents in FFIS.</u>

Fiscal Year (FY) is the year the transaction is accepted/recorded into the FFIS system. This means that if you paid a bill for 2001 in the current fiscal year (2006), the transaction would have processed in FY 2006.

FFIS – Foundation Financial Information System. Off the shelf software customized for each USDA Agency. FFIS is mandatory software for all USDA Agencies. It utilizes the Standard General Ledger and is our official accounting record.

FDW – Financial Data Warehouse. Located at fdw.usda.gov, where Brio Reports can be accessed. Each night FFIS Data is replicated into the FDW.

Fund is the first two digits of the program code. It corresponds to the appropriation that authorized the spending. Example: 41555030=fund is 41.

IAS is replacing the PURCH system for recording purchase orders. IAS is web based and will have a stronger checks and balances. Type 40 purchase orders will not be available in the new system. Purchase order types 41, 42, 43, and 45 will be in the new system.

Org Level 1 is a four digit code. It is used to roll up data to a high level in your organization. It may or may not correspond to the middle 4 digits of a program code.   Org Level 2, 3, and 4 are used to designate lower levels of an organization.

Organization (ORGN) is the middle 4 digits of a specific program code, and always corresponds to a program code.

PACS is the Payroll Accounting feeder system that creates the accounting records based on the payroll disbursements initiated in the Payroll System (PAYE). WEBSTAR is an interface into PCMS.

PCMS is the credit card feeder system which includes Purchase Card transactions, Voyager, and Motor pool, that creates records in FFIS. This is the one of the feeders that gets back feed from FFIS. All corrections to this data must be made in PCMS only. PCMS and FFIS must match at all times.

PROP is the feeder system that inventories our accountable property (vehicles, guns, x-ray machines, etc). This is one of the feeders that back feeds to FFIS.   All corrections must be made in PROP only. PROP and FFIS must match at all times. Programs can only enter B2"s and/or YE with BOC 3140, to affect amounts in FFIS.

Planned Expenditures - Money that has not been spent but you plan on spending it in the future. For example the current month is November and training is planned for May or June but no official paperwork has been filled out yet.

Program Code is the nine digit code (without the budget fiscal year) used to identify a particular staff or program. The code consists of 2 digit appropriation, 4 digit organization which includes the division, and 3 digit reporting category.

Reporting category (Rptg Cat.) is the last 3 digits of the program code. It identifies the project identified in the appropriation funding the transaction.

System Committed: This status indicates a commitment record from FFIS that will be later liquidated and obligated like in the Integrated Acquisition System (IAS).

Un-liquidated Obligation are orders placed, contracts awarded, services received and similar transactions that have been recorded in the Financial System but have yet to be paid or have an outstanding balance. The original obligation amount has not yet disbursed.

YTD Obligations – Year To Date Obligations are the amounts of orders placed, contracts awarded, services received, and similar transactions made during a given period that will require payments in the future or have already been paid. Is anything that has hit FFIS since October or a specified period? This is undelivered orders plus expended amounts.